



REQUEST FOR QUOTATION

The Western Mindanao State University, through its Bids and Awards Committee (BAC), is inviting PhilGEPS registered suppliers to apply for eligibility and to submit bids for the item mentioned hereunder:

Name of Project : **Supply and Delivery of Various Office Supplies, Materials and Equipment for the CSM Research**

Approved Budget Cost : **Php 39,925.00**

Purchase Request No.: **18-07-269**

Closing Date: **August 7, 2018**

Description:

- | | | | |
|------|----|---------|---|
| 1.) | 1 | Unit | Printer
* type: print, scan, copy
* print method: inkjet (piezoelectric)
* maximum resolution: 5760 x 1440 dpi
* with wifi connectivity
* warranty coverage of at least year
* includes: 1 set of refill ink |
| 2.) | 15 | Pieces | Whiteboard Marker
* refillable
* strong aluminum barrel
* contains no xylene or similar solvents |
| 3.) | 15 | Pieces | Permanent Marker
* tip: broad
* strong aluminum barrel
* contains no xylene or similar solvents |
| 4.) | 5 | Bottles | Whiteboard Ink
* xylene-free |
| 5.) | 5 | Bottles | Permanent Marker Ink (30ml)
* xylene-free |
| 6.) | 3 | Pieces | Sign Pen
* microfine (0.3mm) |
| 7.) | 10 | Reams | Long Bondpaper (8½ x 13 in)
* substance 20 |
| 8.) | 10 | Reams | Short Bondpaper (8½ x 11 in)
* substance 20 |
| 9.) | 20 | Reams | A4 Bondpaper (8.27 x 11.69 in)
* substance 20 |
| 10.) | 5 | Pieces | Stapler with remover (no. 35) |
| 11.) | 5 | Boxes | Staple Wire (no. 35) |
| 12.) | 5 | Bottles | Glue (130g) |
| 13.) | 2 | Pieces | Puncher
* 2 hole punch |

			* 70mm
14.)	50	Pieces	Long Expandable Envelope (8½ x 13 in)
15.)	50	Pieces	Long Expandable Folder (8½ x 13 in)
16.)	10	Rolls	Plastic Tape (1 in x 30 yds)
17.)	50	Pieces	Long Folder White (8½ x 13 in)
18.)	5	Pieces	Record Book
			* 500 pages
			* 28mm x 178mm
19.)	5	Pieces	Correction Tape
20.)	10	Rolls	Correction Tape Refill, 5mm x 6m
21.)	3	Pieces	Compact Lamp
			* 7W, 180-240V
22.)	1	Piece	External Hard Drive
			* 1TB storage capacity
			* data transfer: 640 mbps (5GBps)
			* usb 2.0/3.0 compatibility
23.)	3	Pieces	Flash Drive
			* capacity: 8gb
24.)	4	Pieces	Extension Cord (5m, 4 outlets)

The criteria to be used for the eligibility check of the prospective bidders, examination and evaluation of bids, post-qualification and all matters relevant to this procurement shall be in accordance with Republic Act. No. 9184 (The Government Procurement Reform Act) and its Implementing Rules and Regulations.

Interested bidders may obtain further information from WMSU BAC Secretariat regarding the checklist of eligibility and technical requirements.

IMPORTANT NOTICE FOR BIDDERS:

1. All bidders' are required to post a Bid Security, at least Two (2%) Percent of the ABC in the form of Cash, Cashier's Check or Manager's Check, or may submit Bid Securing Declaration. Bids without Bid Security will not be considered.
2. The Bidder shall prepare an original of the Eligibility Documents, Technical Proposal, Financial Proposal and clearly mark each "ORIGINAL – ELIGIBILITY DOCUMENTS", "ORIGINAL - TECHNICAL PROPOSAL", and "ORIGINAL – FINANCIAL PROPOSAL", respectively. Bidders shall submit three (3) copies of each bidding documents- "Original", Copy 1", and Copy 2". State the unit price of each item and the total bid price and also state the shortest time of delivery and submit your quotation duly signed by your representative in a sealed envelope.
3. Price validity shall be for a period of 120 calendar days.
4. Bidders shall submit original brochures showing certifications of the product being offered.
5. Warranty shall be for a period of Six (6) months for supplies and materials. One (1) year for equipment, from date of acceptance by WESTERN MINDANAO STATE UNIVERSITY.
6. Bids received in excess of the ABC shall be automatically rejected at Bid Opening.

The WESTERN MINDANAO STATE UNIVERSITY reserves the right to reject any or all Bids and to accept the bid most advantageous to the government, and to award the contract by lot, if warranted.